

## FAO Fisheries and Aquaculture Circulars – Layout

Make sure that the paper is A4 (21 x 29.7 cm).

### COVER

The font used is Helvetica in all cover contents with exception of the ISSN which is Bookman bold 7 pt. The cover file contains:

- i. the front cover (the ISSN changes according to the single language chosen. the ISSN for bilingual and trilingual versions has to be the ISSN of the English version);
- ii. the ii cover (how to obtain copies);
- iii. title page (*frontespizio* containing the name of the authors if there are individual authors, their title, town and country);
- iv. disclaimer and copyright page;
- v. back cover (the "blurb" is not included for Circulars; the barcode is provided through the Electronic Document Processing Request (E-DPR) (<http://www.fao.org/eims/info.htm>);
- vi. the spine is needed only when the report has 72 or more pages.

**The cover has to be submitted as a separate file.**

### TEXT (starts on page iii)

There is not a definite template for text of FAO Fisheries and Aquaculture Circulars. The presentation is generally the following:

#### Fonts:

- i. Times New Roman 10 for page numbers;
- ii. Times New Roman 10 for footnotes;
- iii. Times New Roman 11 for text.

#### Margins:

- i. Maximum 2.5 cm for all margins;
- ii. minimum 2 cm for all margins (can be reduced a bit for large tables);
- iii. layout header/footer: 1.25 cm;
- iv. when there are large tables either the right hand margin is reduced to accommodate them or they should be in landscape.

#### Paragraphs:

- i. Single space between lines;
- ii. double space between paragraphs;
- iii. Paragraphs are not numbered. However, in some cases. the Fisheries Reports format may be adopted when the circular corresponds to a study/paper resulting from a particular workshop/meeting.
- iv. It is preferable to leave one single line between headers and paragraphs but you may also keep them stuck if the reading is not difficult

**Page numbers:** Should be consistently either on top or at bottom of page, centered. For pages in landscape the page number has to appear vertically (on top or bottom, not on the side).

**Header:** In capital letters, bold.

**Subheader:** In lower case (only first letter is capitalized. unless of course there is a proper name in the title).

**Sub-subheader:** In italics bold.

**4th level header:** In italics.

### APPENDICES:

- i. In capital letters bold (Annexes in French. Anexos in Spanish).
- ii. Annex is for an insertion in the Appendix (Appendice in French; Apéndice in Spanish).

FAO Fisheries and Aquaculture Circulars online:  
<http://www.fao.org/fishery/publications/circulars/en>